MISSOURI STATE LIBRARY
Show Me Steps Continuing Education Grant Proposal
September 9, 2013

Grant Summary:

The Lead Media Specialist and the Russell Elementary School Media Specialist will attend the American Association of School Librarians Conference national conference.

- We hope to learn about innovative library programs across the country. A national audience with national experiences will allow for much deeper learning.
- We hope to interact and learn from peers that we regularly connect with virtually using social media (Twitter, blogs.)
- We hope to share with others our successes. The Russell Center Media Specialist will be presenting the observations and successes about using *Scratch* computer programming software with her Technology Club at Russell Blvd. Elementary School.
- We hope to learn best practices in the ever-changing world of school libraries – both brick and mortar programs and virtual extensions.

Total amount to be paid for through the Show-Me Steps to Continuing Ed Grant:	$2,248
Match amount (25%) to be paid by the CPS Instructional Technology PD fund:	$748
Total amount of grant proposal:	**$2,996**

MISSOURI STATE LIBRARY
SHOW ME STEPS TO CONTINUING EDUCATION
2013 APPLICATION FORM

Project Number: _____
(State Library Use Only)

This sheet must be the first page of the application. Please type.

PART I: APPLICATION FORM

A. LIBRARY DETAILS

Name of Library:
Columbia Public Schools Library Media Program
Address: 1818 West Worley
City: Columbia
County: Boone
Zip Plus Four: 65203

Phone: 573-214-3900
Fax: 573 -214 - 3901

Federal Tax I.D. or Missouri Vendor Number if different: ID #43-6000318
DUNS Number: 159259035

Library Director: Chris Diggs
Library Director Email: chdiggs@columbia.k12.mo.us
Library Director Phone: 573-214-3900

What is the total library budget?
The total budget for all Elementary and Secondary Library Media Programs in Columbia Public Schools is $141,491.00 for all K-12 Library Media Programs (18,136 students)

What is the size/number of staff in paid full-time equivalent?
Columbia Public Schools has 33 Library Media Specialists

Is continuing education, training or professional development a budgeted item (check one):
☒ Yes ☐ No

If so, what is the budgeted annual amount?
$4,000 for the district for the 2013 – 2014 school year

Continuing education event details:

This application is for a project for (check one):
☒ Individual Training ☐ Group Training

Name of the CE Event:
American Association of School Librarians Conference

Date(s) of CE Event:
November 13, 2013 to November 17, 2013

Location of CE Event:
Hartford, Connecticut

Budget: Kerry Townsend
LSTA Funds Requested: $948

Local Match: $315

Budget: Anne Schoelz
LSTA Funds Requested: $1300

Local Match: $433

B. PARTICIPANT DATA: (Kerry Townsend)

For CE events for individuals, please provide the following:

1. CE Participant Name: Kerry Townsend

2. Participant Email: ktownsen@columbia.k12.mo.us

3. Participant Phone Number: 573-214-3900 Ext. 25418

4. Current Job Title/Position: Lead Media Specialist

5. Date Hired: August 2006 (as Library Media Specialist; August 1999 as a teacher)

6. Permanent Position (check one): ☒ Yes ☐ No

7. Hours Worked per Week: 40 Hours / Full-Time, Salaried

8. Nature of the Work: As the Lead Media Specialist Kerry supports Library Media Specialists and Library Media Programs in Columbia Public Schools. She advocates and represents the programs at the district level and helps acquire resources.

PARTICIPANT DATA: (Anne Schoelz)

For CE events for individuals, please provide the following:

9. CE Participant Name: Anne Schoelz

10. Participant Email: aschoelz@columbia.k12.mo.us

11. Participant Phone Number: 573-214-3650 Ext. 67470

12. Current Job Title/Position: Media Specialist

13. Date Hired: August 2007

14. Permanent Position (check one): ☒ Yes ☐ No

15. Hours Worked per Week: 40 Hours / Full-Time, Salaried

16. Nature of the Work: As Media Specialist Anne supports teaching and learning at Russell Blvd. Elementary School. She provides direct instruction to students and teachers and co-teaches Information and Technology Literacy skills in classrooms.

PART II: PROGRAM NARRATIVE

For your program narrative, please respond to the following items on a separate sheet of paper. The responses should be typed, single-sided, and double-spaced on plain. More than one question can be answered per sheet. Include the question above each answer. Two or three total pages should be sufficient to complete this portion of the application.

1. *CE event purpose:*

Please justify the need for the training event chosen. What are the learning objectives for this activity? How will participation in this activity benefit the library's customers? How will acquired information be shared and/or implemented within the library and beyond?

Together, Anne and I hope to learn the following by attending this national conference:

- We hope to learn about innovative library programs across the country. Both Anne and I attend Missouri Association of School Librarian conferences and learn a great deal, but a national audience with national experiences will allow for much deeper learning.
- We hope to interact and learn from peers that we regularly connect with virtually using social media (Twitter, blogs.)
- We hope to share with others our successes. Anne will be presenting the observations and successes about using *Scratch* computer programming software with her Technology Club at Russell Blvd. Elementary School.
- We hope to learn best practices in the ever-changing world of school libraries – both brick and mortar programs and virtual extensions.

As leader of the CPS Library Media Specialist group, I offer monthly Professional Development sessions about new technologies and new programming ideas. What is learned at this conference can be shared directly with these media specialists. They, in turn, can implement these ideas in their respective buildings with their respective teachers and students.

What resources? What activities / tools? What can we share with our patrons?

We hope to discover new tools and pedagogical techniques that can be share with classroom teachers, students, administrators and other CPS librarians. We hope to learn from other school librarians / library media specialists from across the country. How have they created virtual library programs? How are they supporting technology integration in their buildings? What are they doing to promote reading – both print resources and electronic texts?

The conference will have several Keynote speakers, break-out sessions by and for educators, and a vendor floor with new tools / literature.

2. **Other training information:**
   a) **Why was this particular type of training format selected?**

      This is the national American Association of School Librarians Conference, a subdivision of the American Library Association.

   b) **Indicate whether the library has received a Show Me Steps grant within the last 12 months. If so, please list the CE event(s), date(s) of attendance and award amount(s).**

      We have not received a Show Me Steps grant in the last 12 months.

   c) **Indicate whether the library has <u>ever</u> received a Show Me Steps grant in the past. If so, is this application to attend an event or to offer a group training for which the library has received prior grant funding? Also explain how participation in previously funded events affected library service at the applicant's institution.**

      We have not ever received a Show Me Steps grant.

Additional items to apply for a CE event for an individual:

a) **For attendance at a state, regional, national library association conference, or specialized pre-conference, please indicate whether the applicant has previously attended this activity and indicate the dates or range of years attended.**

   Anne and Kerry regularly attend and present at the Missouri Association of School Librarians conference, but have never attended the national American Association of School Librarians Conference.

b) **What aspects of the CE event are particularly relevant to the applicant's job responsibilities and professional development?**

   The goal of the conference is to "provide a national forum to share school library successes from a school, district or state level." We are school librarians and the focus of this conference is aligned with our roles in education.

c) **Attach a copy of the program brochure and/or program agenda with the submitted application form. Indicate sessions to be attended if applicable. The brochure should identify the provider/sponsor of the program.**

   See attached program. Visit the conference link here: http://national.aasl.org/prelim-program.

Part III: BUDGET DETAILS

1. Budget Worksheet

Fill in the budget worksheet below to create a line-item budget to be submitted with the budget narrative. Estimate the appropriate costs as accurately as possible. Round all figures to the nearest whole dollar. A minimum local match of 25% is required. Please note during review of the application, the State Library may determine that the final award may require more than the minimum local match. The State Library may request budget clarification. **NOTE:** Below is an embedded spreadsheet to use in creating the budget. Double click the spreadsheet to open the Excel file and enter the figures in the Total column. The LSTA Funds Requested, Local Funds, Subtotal and Total rows have embedded formulas and should auto-calculate. Not all of the categories listed below will be applicable for each grant.

Below is a line item breakdown of the grant budget. In total, the following funds are requested:

Total cost of attendance for both Kerry Schoelz and Kerry Townsend: $2,996

Total amount to be paid for through the Show-Me Steps to Continuing Ed Grant $2,248

Total amount to be paid for through the CPS Instructional Technology Professional Development fund: $748

Kerry Townsend

Budget Category	Brief Description	Total	LSTA Funds Requested	Local Funds
Continuing Education	Event registration fees	$249	$187	$62
	Pre- and post-event registration fees	$109	$82	$27
Subtotal		***$358***	***$269***	$89
Contractual Services	Training facilitator/presenter (group trainings)		$0	$0
	Meeting room rental		$0	$0
Subtotal		***$0***	***$0***	$0
Personnel	Substitute staff		$0	$0
	Additional hours for part-time staff		$0	$0
Subtotal		***$0***	***$0***	$0
Supplies	Training materials		$0	$0
Subtotal		***$0***	***$0***	$0
Travel	Transportation, including baggage fees	$250	$188	$63
	Parking fees	$24	$18	$6
	Lodging	$380	$285	$95
	Meals (use State per diem tables)	$140	$105	$35
	Mileage, including to/from airport, etc.	$61	$46	$15
	Taxi and shuttle fees	$50	$38	$13
Subtotal		***$905***	***$679***	$226
Other	Disability accomodations		$0	$0
	Meals and refreshments (group trainings)		$0	$0
	Copyright or other miscellaneous fees		$0	$0
Subtotal		***$0***	***$0***	$0
TOTAL		**$1,263**	**$948**	$315

Anne Schoelz

Budget Category	Brief Description	Total	LSTA Funds Requested	Local Funds
Continuing Education	Event registration fees	$414	$311	$103
	Pre- and post-event registration fees	$224	$168	$56
Subtotal		***$638***	***$479***	$159
Contractual Services	Training facilitator/presenter (group trainings)		$0	$0
	Meeting room rental		$0	$0
Subtotal		***$0***	***$0***	$0
Personnel	Substitute staff	$190	$143	$48
	Additional hours for part-time staff		$0	$0
Subtotal		***$190***	***$143***	$48
Supplies	Training materials		$0	$0
Subtotal		***$0***	***$0***	$0
Travel	Transportation, including baggage fees	$250	$188	$63
	Parking fees	$24	$18	$6
	Lodging	$380	$285	$95
	Meals (use State per diem tables)	$140	$105	$35
	Mileage, including to/from airport, etc.	$61	$46	$15
	Taxi and shuttle fees	$50	$38	$13
Subtotal		***$905***	***$679***	$226
Other	Disability accomodations		$0	$0
	Meals and refreshments (group trainings)		$0	$0
	Copyright or other miscellaneous fees		$0	$0
Subtotal		***$0***	***$0***	$0
TOTAL		**$1,733**	**$1,300**	$433

2. Budget Narrative

Continuing Education:
The costs of the AASL Conference are as follows:

Registration Rates

	~~Early Bird~~ ~~*by August 22*~~	Advance *by October 17*	Late/On-Site *after October 17*	One-Day
AASL Member	~~$249~~	$299	$349	$189
AASL Member plus Administrator	~~$349~~	$399	$449	$289
ALA Member	~~$299~~	$349	$399	$239
Non-Member	~~$364~~	$414	$464	$304
Retired Member	~~$174~~	$224	$274	$174
Student Member	~~$114~~	$164	$214	$114
Exhibits Only	~~$25~~	$25	$25	$25
Group - AASL Members Only *	~~$224~~	$274	$324	n/a

** Cost is per person.*

Kerry will be attending as an AASL member at the Early Bird rate. Anne will be attending as a non-member at the Advance rate. Both will be attending a Pre-Conference session titled "Instructional Partnerships that Deliver Success: Meeting the Leadership Challenge" on Thursday, November 14th.

Contractual Services
There are no Contractual Services.

Personnel
Anne Schoelz will require a substitute teacher on Thursday, November 14th and Friday, November 15th. The cost per day is $95.00.

Supplies
No supplies are required.

Travel
The cost of travel from St. Louis to Hartford, Connecticut is $225 each for both Anne and Kerry plus $25 each for checked baggage. Lodging for a shared room for 4 nights will total $760. Meals are $35 a day for 4 days. Mileage to and from St. Louis will be $61 per person based on the CPS reimbursement rate.

Part IV: CERTIFICATION AND SIGNATURES:

Signatures are **required** on the grant application and the following two certification forms:

1. **Certifications Regarding Nondiscrimination; Debarment and Suspension; Drug-Free Workplace; Federal Debt Status; Lobbying; and Trafficking in Persons**

2. **Assurances-Non-Construction Programs**

I understand the guidelines and have fully completed the Show Me Steps to Continuing Education grant application as accurately as possible. Request for payment will be submitted in a timely manner with appropriate documentation. It is agreed that the Project Director or CE Participant, as appropriate, will submit a written evaluative report to the State Library 30 days after the final day of the continuing education event and otherwise share his or her gained experience or expertise with the library community upon the State Library's request.

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. The CE Participant(s) will be accorded leave time to complete the CE activity with no impact on personal or annual leave. This application has been authorized by the appropriate authorities of the applying library. By signing this application form, the authorizing official acknowledges compliance with and agreement to all eligibility requirements.

_____ _____
CE Participant (blue ink) Date

_____ _____
Library or Administrative Unit Director (blue ink) Date

_____ _____
Public Libraries- Library Board President (blue ink) Date

_____ _____
School Libraries- Principal or Superintendent (blue ink) Date

Mail the original completed application form to:
Debbie Musselman, LSTA Grant Officer
Show Me Steps Grant Application
Missouri State Library
600 West Main Street, PO Box 387
Jefferson City MO 65102-0387

CERTIFICATIONS REGARDING: NONDISCRIMINATION; DEBARMENT AND SUSPENSION; DRUG-FREE WORKPLACE; FEDERAL DEBT STATUS; LOBBYING; AND TRAFFICKING IN PERSONS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. By signing this form, the authorizing official acknowledges compliance with and agreement to all statutes and regulations referenced herein. Further information may be obtained by contacting the Library Development Division of the Missouri State Library.

1. Nondiscrimination

The authorized representative, on behalf of the applicant, certifies that the library will comply with the following nondiscrimination statutes and their implementing regulations:

(a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which prohibits discrimination on the basis of race, color, or national origin;
(b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability (note: IMLS applies the regulations in 45 C.F.R part 1170 in determining compliance with § 504 as it applies to recipients of Federal assistance);
(c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–83,1685–86), which prohibits discrimination on the basis of sex in education programs; and
(d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age.

2. Debarment and Suspension

As required by 2 C.F.R part 3185, the authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the library nor any of its principals for the proposed project:

(a) Are presently excluded or disqualified;
(b) Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. part 180.800(a) or had a civil judgment rendered against it or them for one of those offenses within that time period;
(c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in 2 C.F.R. part 180.800(a); or
(d) Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, the authorized representative shall attach an explanation to this form.

The Applicant, as a primary tier participant, is required to comply with 2 C.F.R. part 180 subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) as a condition of participation in the award. The applicant is also required to communicate the requirement to comply with 2 C.F.R. part 180 subpart (Responsibilities of Participants 2 Regarding Transactions Doing Business with Other Persons) to persons at the next lower tier with whom the applicant enters into covered transactions.

3. Drug-Free Workplace

The authorized representative, on behalf of the applicant, certifies, as a condition of the award, that the applicant will or will continue to provide a drug-free workplace by complying with the requirements in 2 C.F.R. part 3186 (Requirements for Drug-Free Workplace (Financial Assistance)). In particular, the applicant as the recipient must comply with drug-free workplace requirements in subpart B of 2 C.F.R. part 3186, which adopts the Government-wide implementation (2 C.F.R. part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988 (P. L. 100-690, Title V, Subtitle D; 41 U.S.C. §§ 701-707).

This includes, but is not limited to: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for the applicant's employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying (either at the time of application or upon award, or in documents that the applying library keeps on file in its offices) all known workplaces under its Federal awards.

4. Federal Debt Status

The authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any Federal debt.

5. Certification Regarding Lobbying Activities (Applies to Applicants Requesting Funds in Excess of $100,000) (31 U.S.C. § 1352)

The authorized representative certifies, to the best of his or her knowledge and belief, that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the authorized representative, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant, as provided in 31 U.S.C. § 1352) for influencing or attempting to influence an officer or employee of any agency, a

Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the authorized representative shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(c) The authorized representative shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

6. Certification Regarding Trafficking in Persons

The applicant must comply with Federal law pertaining to trafficking in persons. Under 22 U.S.C. §7104(g), any grant, contract, or cooperative agreement entered into by a Federal agency and a private entity shall include a condition that authorizes the Federal agency (IMLS) to terminate the grant, contract, or cooperative agreement, if the grantee, subgrantee, contractor, or subcontractor engages in trafficking in persons, procures a commercial sex act, or uses forced labor. 2 C.F.R. part 175 requires IMLS to include the following award term:

As a subrecipient or partner under this award your employees may not engage in severe forms of trafficking in persons during the period of time that the award is in effect; procure a commercial sex act during the period of time that the award is in effect; or use forced labor in the performance of the award or subawards under the award.

This certification is a material representation of fact upon which reliance is placed when the transaction is made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by 31 U.S. C. § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

_____

Signature of Authorized Certifying Official

_____

Print name and Title of Authorized Certifying Official

_____

Date

3/2013

OMB Approval No. 0348-0040

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

Previous Edition Usable

Standard Form 424B (Rev. 7-97)

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